

## Bylaws | PURPOSE 1v Imperial IIC 6 AENIC '0

The CART shall serve in an advisory capacity to the President's Cabinet regarding matters of strategic and institutional planning to remain in compliance with eligibility and accrediting standards of the Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges (WASC) and to move the College toward continuous program quality improvement.

### ARTICLE IV. DUTIES

The CART shall

- 1) initiate, direct, and monitor campuswide activities, including report writing and completion of ACCJC commendations and self-identified actionable achievement plans, to maintain ongoing compliance with accreditation standards and eligibility requirements;
- 2) complete other duties as appropriate to the purpose of maintaining institutional accreditation.

### ARTICLE V. MEMBERSHIP

- A. The CARTs directed by the Vice President for Academic Services and one or two co chairs.
- B. The CART shall be composed of the following voting members:
  - 1) Vice President for Academic Services (CIO & ALO)
  - 2) Deans: Dean of Arts, Letters, & Learning Service; Dean of Health & Science; Dean of Workforce & Economic Development; Dean of Student Affairs & Enrollment Services; and Dean of Counseling Associate Dean of Nursing & Allied Health
  - 3) One half of the Department Chairs (determined annually)
  - 4) Educational Master Plan Committee (EMPC) Chair
  - 5) Academic Senate representative
  - 6) College Council representative
  - 7) ASG representative
  - 8) 1 Representative each from Regular Classified,

- 3) Director of Fiscal Services
- 4) Institutional Researcher
- 5) Distance Education Coordinator
- 6) Student Learning Outcome Coordinator
- 7) Basic Skills Coordinator

D. All members of CART have speaking privileges at meetings. Only voting members may present motions.

E. Rights and Responsibilities

Each member shall be encouraged to present his/her individual viewpoint and shall not represent the viewpoint of an administrative unit or a specific job function unless specifically disclosed at the meeting.

F. Non members

The CART will hold open meetings, and visitors are welcome.

**ARTICLE V.**

D. Robert's Rules of Order shall be used for reference.

E. Secretary of the CART

- 1) An Administrative Assistant shall be designated as Secretary to the CART.
- 2) The Secretary of the CART shall be responsible for recording, transcribing and disseminating the minutes of CART meetings, keeping CART records and Bylaws, recording and updating CART membership and acting as an ex officio member of the CART.
- 3) Copies of the agenda and minutes will be posted to the College website.

**ARTICLE VI. AMENDMENTS TO THE BYLAWS**

A. These Bylaws may be amended after prior written notice to members of CART.

<b>Administrative Council</b>	Nicholas Akinkuoye - VP	John Lau - VP	Todd Finnell - VP	Efrain Silva - Dean
	CHRO Sergio Lopez - Dean	Tina Aguirre - Dean Susan Carreon - Dir.	James Patterson-Dean Jeff Cantwell - Dir.	Ted Ceasar - Dean

- Are 2013-2014 program reviews to be entered completely in SPOL, or objectives only?
  - Instructional Council has prioritized new faculty positions only; prioritization of replacement faculty still needs to take place
  - Enrollment management data needs to be made part of staffing prioritizations
  - Special meetings of committees will need to be scheduled in order to accomplish tasks in the timeline
4. Student Survey  
The Survey Money account has not yet been upgraded, so the survey has not yet been sent
5. Actionable Achievement Plans –